

ADMINISTRATIVE - INTERNAL USE ONLY

ORGANIZATIONAL CHANGE
DIRECTORATE OF ADMINISTRATION

1. The Office of General Administration (OGA) was established on 1 October 1990 in the Directorate of Administration (DA). OGA is responsible for providing comprehensive administrative support to the Agency's mission and for performing Agency-wide protocol functions.

2. One of ten Offices in the DA, OGA is the parent Office for Administrative Generalist (MG) officers. It also includes the Protocol Branch. The Director of General Administration (D/OGA) is the head of the MG Career Service; supervises the Protocol Branch; and represents OGA as a voting member of the DA's Senior Personnel Review Board.

3. Among OGA's basic responsibilities is to develop a capable, versatile cadre of MG officers who have the capacity to serve effectively in a wide variety of administrative support roles both within the U.S. and abroad. A portion of these officers will be developed to assume substantive positions, on a rotational assignment basis, beyond the administrative support field.

4. As the parent office of MG officers, OGA is responsible for all aspects of their career management, including evaluation, training, career development, and counseling.

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